

“May I Please Have Your Attention?”

Running an Effective Meeting



Meetings have several functions. They give members a chance to discuss and evaluate goals and objectives, keep updated on current events, provide a chance to communicate, keep the group cohesive, and allow the group to pool resources for decision-making. The following are some tips to help make your next meeting successful, productive and fun!

Before the Meeting

- ◆ Define the purpose of the meeting
- ◆ Develop an agenda with officers and advisor
- ◆ Distribute the agenda and any other necessary materials
- ◆ Set a time limit and do your best to stick to it
- ◆ Select an appropriate, comfortable location
- ◆ Use visual aids if they will help
- ◆ Make sure all members are aware of the meeting time and place

During the Meeting

- ◆ Greet members and make them feel welcome
- ◆ Start and end on time
- ◆ Review the agenda
- ◆ Stick to the agenda
- ◆ Encourage group discussion to get all points of view
- ◆ Keep the discussion focused on the topic at hand
- ◆ Encourage feedback
- ◆ Keep minutes for future reference in case a question is raised
- ◆ Be a role model by listening and showing interest, appreciation, and confidence in members
- ◆ Summarize agreements reached and end the meeting on a positive note
- ◆ Set the time, date and place for the next meeting

After the Meeting

- ◆ Transcribe the minutes and distribute them within 3-4 days
- ◆ Discuss any problems during the meeting with officers and advisors
- ◆ Follow up on delegation decisions
- ◆ Give recognition for excellent and timely progress
- ◆ Put unfinished business on the agenda for the next meeting
- ◆ Periodically evaluate meetings and work toward improvement

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